

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Radio One Programme and Volunteer Coordinator
Reports to:	Radio One Manager
Direct reports:	N/A
Indirect reports:	N/A
Volunteers and Interns:	60+ volunteers
Location:	Radio One Station, 640 Cumberland Street, Dunedin
Organisation:	Otago University Students' Association (OUSA)
Updated:	October 2026

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

Purpose

- Responsible for Radio One's on-air programme. This includes coordinating and managing all volunteer DJs and show hosts.
- Technical and Broadcast Training of volunteers.
- Producing/co-producing the on-air programme across all shows.
- Maintain a safe, inclusive environment for everyone to feel comfortable.

Areas of Responsibility

Area	Expected Outputs
Volunteer Management	• Coordinate and manage Radio One volunteers (tech training/ broadcast training/ broadcast supervision). • Maintain and coordinate an active Programmer Volunteer base. This includes dealing with DJ's that need to be asked to step away from the station in extreme personal circumstances. • Ensuring timely and up to date management of volunteer database, ensuring adherence to Privacy Legislation and undertaking annual volunteer survey. • Organisation of minimum four annual volunteer get togethers catering to different kinds of people. • Organisation of volunteers for live OUSA and Radio One events and activations. • Inducting, training, teaching, and developing Radio One's volunteers and programme makers from 10am - 7pm, as well as being on call for all volunteers and DJs as practicable.
General Tasks	• Produce all run of station hours shows (7am – 7pm), and most weekend shows (this is regular liaising with show hosts). • Scheduling shows and maintaining the website schedule. • Co-produce the Radio One Breakfast Show programme alongside the Breakfast Show Host as needed. • Cover the Breakfast Show as required. • Participatory discussion around social media outcomes. • Organising/ liaising with team to organise live event outcomes. • Contribute to regular ongoing discussion around elevating the profile and listenership of the station through various platforms. • Being aware of the live Radio One broadcast to be aware of all on air activity and monitor for necessary adjustments.
Commitment to Te Tiriti o Waitangi	• Demonstrate an active commitment to upholding Te Tiriti o Waitangi and its principles within Radio One's broadcast and mahi, practices, and relationships. • Ensure that Māori voices, perspectives, and stories are represented respectfully and authentically on air. • Uphold and practice tikanga where appropriate and incorporate te reo Māori within the station in a respectful and meaningful way. • Build and maintain positive relationships with Māori students, staff, and stakeholders to support meaningful engagement and partnership
Health and Safety	• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture. • Be familiar with the hazard register for the work area that you work in.

	• Communicate to manager and colleagues any potential hazards that you identify that are not on the register. • Be familiar with the location of first aid kits and qualified first aiders in the Association. • Be familiar with and adhere to any health and safety plans. • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in and notify the Station or Department Manager of these. • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.
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Personal Attributes

Working Collaboratively	• Ability to build and maintain professional and productive relationships. • Ability to relate to a diverse range of people. • Excellent written and oral communication skills. • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA.
Organisation	• Manages self, resources and workload to meet timelines. • Is organised and keeps all files and documents in order. • Ability to work independently and as part of the team. • Ability to recognise when issues need to be escalated to the Station or Department Manager.
Change	• Is flexible and resilient to meet the ever-changing needs of the OUSA.
Problem-Solving	• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Station or Department Manager when appropriate.

Qualifications and Experience

- Relevant tertiary qualification is desirable, but not essential.
- Professional experience coordinating a team.
- Strong understanding of the tertiary sector.
- 2-3 years relevant experience in radio or equivalent.
- Strong communication skills.